

“GUIDELINES ON HOW TO PREPARE MAIL”

Our drivers are not responsible for bundling your mail up or adding a meter card to your mail...PLEASE HAVE MAIL READY FOR THEM!!

- Keep letters and flats separate- each bundle having a meter card
- Keep certified mail separate (restricted delivery from return receipt)(bundled separately)
- Keep post cards on top of letter mail (different rate)
- Keep international mail separate (preferably bundled)
- Keep registered mail separate (must have paperwork) (preferably bundled)
- Letters that are more than ½ inch thick MUST be sealed
- Make sure letter mail is properly folded so it fits inside envelope for proper sealing

Here are a few more tips to help us serve you better...

- Keep interdepartmental mail separate (preferably bundled)
- Keep pre-stamped mail separate (preferably bundled) (personal mail)

SUMMARY: Please keep all different types of mail bundled separately for it will help all of us in the end as far as putting the correct price on the mail. These tips are to help us serve you better. If you have any questions please call the mainline at 287-4596.

Thank you for your cooperation.

STATE POSTAL CENTER
88 STATE HOUSE STATION
AUGUSTA ME 04333-0088